Lyterati - Frequently Asked Questions

1.   How do I access Lyterati?

Click on one of these URLs to access Lyterati:

http://www.gwu.edu/faculty-staff
http://provost.gwu.edu/forms
http://www.gwu.edu/az-index

2. I can get to the Lyterati URL but why can't I log in?

You need your NetID and email password to log in. If you have not claimed your NetID or if you have forgotten your password, please contact the IT Help Desk. The username is your NetID which is the part to the left of the @ sign in your email address.   The password is your email password.

3. Lyterati says that Javascript is not enabled, what do I need to do to turn on scripting?

Depending on the browser you are using to access Lyterati, follow the instructions below.

Internet Explorer	1. First go to the Lyterati login page (see #1 above). 2. On the Tools menu of Internet Explorer, click Internet Options. 3. Click the Security tab. 4. Click Trusted Sites. 5. Click on Custom Level. 6. In the "Security Settings – Trusted Sites Zone" dialog box click Enable for Active Scripting in the Scripting section. 7. Click OK on the dialog box. 8. Click OK on the Internet Options dialog box. 9. Close your browser and open again for the settings to take effect.
Chrome	1. On the web browser menu click on the "Customize and Control Google Chrome" and select "Settings". 2. In the "Settings" section click on the "Show Advanced Settings..." link. 3. Under "Privacy" click on the "Content Settings..." button. 4. When the dialog window opens, look for the "JavaScript" section and click on "Manage Exception..." button. 5. In the hostname pattern, copy and paste this URL: https://gwu.lyteraticloud.com/login 6. Select "Allow" in the Behavior drop-down list. 7. Click on the "Done" button to close the box. 8. Close "Done" on the Settings box. 9. Reload the page for the settings to take effect.
Safari	1. On the Safari menu click on "Preferences". 2. In the "Preferences" window select the "Security" tab. 3. In the "Security" tab section called "Web content" mark the "Enable JavaScript" checkbox. 4. Reload the page for the settings to take effect.
Firefox	1. On the web browser click "Firefox" menu and then select "Options" or "Preferences". 2. Select "Content" tab. 3. Mark the "Enable JavaScript" checkbox. 4. In the opened "Options" window click on the "OK" button to close it. 5. Reload the page for the settings to take effect.

4. What do I do once I log in?

If you are a faculty member and not a Department Head or Dean, follow these steps:

- See the "5 Tips" in the Faculty Training Guide. This will help you complete your annual review quickly.
- Click on **Annual Report and then Annual Report**. Click on Add New Annual Review. Click Create.
- Scroll down, review the lists and answer all the questions.   For "list" questions (like R1), select contributions from your Academic History or add contributions using the "add" link.
- Click on "Save as PDF" to review all your answers.
- Answer the Annual Conflict of Interest questions
- When you are satisfied, click on Submit to send the annual review to your supervisor. Once you submit, you cannot make any changes.

If you are a Department Head or a Dean, see answer to question 7.

5. How do I record a citation?

Lyterati allows flexible citation entry. At a minimum, enter the fields marked with asterisk. Record the remaining information (such as publication date, volume, number) about the citation or contribution in the Additional Details box. This is a free text field. For example, for a refereed article enter the volume, no, quarter, page information in the Additional Details box.

6. I started my annual report but why can't I see my contributions?

Remember that you have to select or add your contributions or add them. The Annual Report does not automatically pull contributions.

7. What do I do if I submitted my annual report prematurely?

Contact your supervisor and have them "release" the annual review for further edits.

8. I am a Department Head or Dean, where do I start?

Run the Annual Review Status Report and the status that you want to work with (such as Faculty Review Completed or Department Head Review Completed). From the report, click on the faculty member whose annual review you wish to edit.

9.   I don't understand how to use contribution year/month or start/end years and months.

See Section 9 in the Lyterati Faculty Training Guide for information on how to select these time attributes.

10. How do I know which heading to use for my contribution?

See Section 9 in the Lyterati Faculty Training Guide for details on each heading.